Student Payroll Supervisor Train the Trainer Guide

Web

Contents

Student Payroll Supervisor Introduction

This guide provides basic steps the supervisor performs in their portion of the web based Student eTime application.

At the end of each pay period the Student Payroll Supervisor web application located on Employee Home will be used to review and approve the time worked records for the student employees they supervise.

Security

Student Payroll Supervisor: no security web role is needed. If the supervisor is assigned on the work authorization then they will have access to the supervisor application and functions.

Off-campus Supervisor not an employee of the college/university – not all schools have them: no security web role is needed. If they are assigned as a supervisor on a work authorization then they will have access to the supervisor application and functions through a URL separate from Employee Home.
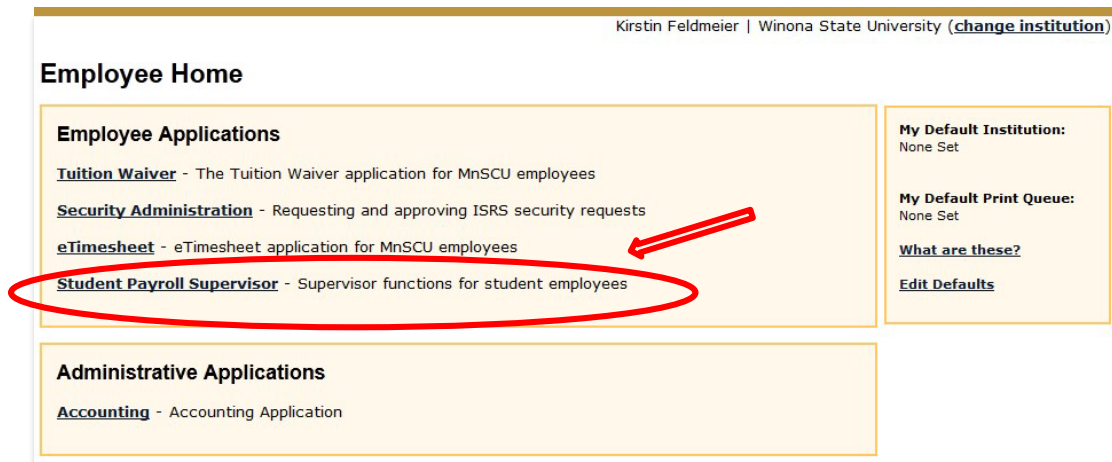
Last Updated:

Access

Student Payroll Supervisor: can access the web administrative application via ISRS Employee Home > Employee Applications > Student Payroll Supervisor.

Or from home or on a mobile device - URL
https://webproc.mnscu.edu/financestudent/supervisor/approveTimeWorked.do

Off-campus Supervisors not an employee of the college/university: Not all school have offcampus supervisors. Skip this section if that is the case. If you do, they will NOT be able to access the application via Employee Home. They will gain access using their StarId and password through the following separate URL
https://webproc.mnscu.edu/financestudent/supervisor/approveTimeWorked.do

First, the off-campus supervisors will need a Tech ID if they don't already have one. This is done through the Person Demographic Maintenance Screen (PS9999UG) in ISRS Uniface by someone at the campus with PERSON_HIGH security. The off-campus supervisor will need to provide an email address to be included when the record is added so they can activate their StarId. Student Payroll Staff will need to take note of the Tech ID that is generated to enter it in the Supervisor field on the Student Employee Work Authorization Entry (PR0024UG) screen.

Once the PERSON record is created a StarId needs to be manually assigned by the System Office. Student Payroll Staff will need to send in a MnSCU ITS Service Desk ticket titled: Student eTime Off-Campus Supervisor with the following information: the off-campus supervisors Tech ID (if Tech ID from a different college/university then provide college/university's name too), Name, and email address. After the StarId is created we will respond with instructions that need to be given to the off-campus supervisor to activate it.

Review Time Worked

Approve Time Worked

Student Payroll Supervisor ▾   Kirstin Feldmeier   Winona SU ▾   Help

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

5 Not Submitted   4 Ready For Approval   5 Approved   14 All

Approve Time

Ready For Approval (green) – Displays the time worked records that have been submitted by the student employee but are pending approval for the current and prior pay periods.

Review the records under Ready For Approval for accuracy and to make sure no changes are needed.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

[5 Not Submitted] [4 Ready For Approval] [5 Approved] [14 All]

[Approve Time]

ⓘ This is a prior pay period.   ✕

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:00 AM	3.00	Regular
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular
		Total Hours	10.75	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details]

Ready for Approval 4/20/2015 9:46 AM

Jim Mike Lomangino 11988875 Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
		Total Hours	13.75	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details]

Ready for Approval 4/20/2015 9:03 AM

Approve Time Worked

To approve the time worked records, click the check box before the statement "I certify that hours/amount are correct and the work was performed in a satisfactory manner." The box will need to be check for all records to be approved. Up to five records per page display and can be approved at one time.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
**Payment Date** 05/01/2015

`5 Not Submitted` `4 Ready For Approval` `5 Approved` `14 All`

`Approve Time`

ⓘ This is a prior pay period.   ✕

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:00 AM	3.00	Regular
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular
		Total Hours	10.75	

☑ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

`View Position Details`

Ready for Approval 4/20/2015 9:46 AM

Jim Mike Lomangino 11988875 Photographer

Funding Source 334335 - WINONAN
0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
		Total Hours	13.75	

☑ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

`View Position Details`

Ready for Approval 4/20/2015 9:03 AM

Select the [Approve Time] button. Once this is completed it is reflected in the Student Payroll Administration Application.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
**Payment Date** 05/01/2015

| 5 Not Submitted | 4 Ready For Approval | 5 Approved | 14 All |

[Approve Time]

ℹ This is a prior pay period.   ×

Julio Mike Hilderman 10521641 Office Asst

    Funding Source   334250 - INTRAMURALS
                            0920 - Federal Student Salary-Workstudy Fund

Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:00 AM	3.00	Regular
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular
		Total Hours	10.75	

☑ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details]

Ready for Approval 4/20/2015 9:46 AM

Jim Mike Lomangino 11988875 Photographer

    Funding Source   334335 - WINONAN
                            0910 - Student Salary-Student Help

Date	Start Time	End Time	Hours Worked	
Wed, Apr 8	4:45 PM	9:45 PM	5.00	Regular
Sat, Apr 11	11:00 AM	2:45 PM	3.75	Regular
Thu, Apr 16	4:00 PM	9:00 PM	5.00	Regular
		Total Hours	13.75	

☑ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details]

Ready for Approval 4/20/2015 9:03 AM

Not Submitted (red) – Displays the time worked records that have been entered by the student employees they supervise but not yet submitted for approval. The supervisor will want to follow up with the student to have them get their hours submitted.

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

[5 Not Submitted] [4 Ready For Approval] [5 Approved] [14 All]

[Approve Time]

ℹ This is a prior pay period. ✕

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

Date	Start Time	End Time	Hours Worked	
Wed, Feb 25	7:00 AM	9:00 AM	2.00	Regular
Wed, Feb 25	12:30 PM	3:15 PM	2.75	Regular
Fri, Feb 27	4:30 AM	9:00 AM	4.50	Regular
		Total Hours	9.25	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details]

Not Submitted

ℹ This is a prior pay period. ✕

Julio Mike Hilderman 10521641 Office Asst

Funding Source 334250 - INTRAMURALS
0920 - Federal Student Salary-Workstudy Fund

Date	Start Time	End Time	Hours Worked	
Wed, Dec 24	7:00 AM	11:45 AM	4.75	Regular
		Total Hours	4.75	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details]

Not Submitted

Modify Time Worked

In general, the student should be the one to make updates to their time worked records. It is at the discretion of each school to decide whether the supervisor should modify, add or delete a student's time worked record. The system does provide the functionality.

Note: Only records that have not been processed can be modified.

There are two ways to modify a record

The first way is if the student record is already pulled up, select the date of the record

This brings you to a Modify Time Worked page

Modify Time Worked ✕

Title	Office Asst
✴ Date	Thursday, Mar 26 ▾
✴ Start Time	7:00 AM ▾
✴ End Time	10:00 AM ▾
Comments	

[Save] [Delete] [Close]

Update the record

Modify Time Worked   ✕

Title   Office Asst

✱ **Date**   Thursday, Mar 26   ▼

✱ **Start Time**   7:00 AM   ▼

✱ **End Time**   10:45 AM   ▼

Comments

| 7:00 AM |
| 7:15 AM |
| 7:30 AM |
| 7:45 AM |
| 8:00 AM |
| 8:15 AM |
| 8:30 AM |
| 8:45 AM |
| 9:00 AM |
| 9:15 AM |
| 9:30 AM |
| 9:45 AM |
| 10:00 AM |
| 10:15 AM |
| 10:30 AM |
| 10:45 AM |
| 11:00 AM |
| 11:15 AM |

Save   Delete   Close

ct and the work was perfor...   ...ner.

al 4/20/2015 9:46 AM

Select [Save]

A message will display that the change was successful.

Approve Time Worked

✓ Time worked was changed successfully.   ×

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

[5 Not Submitted] [4 Ready For Approval] [5 Approved] [14 All]

[Approve Time]

ⓘ This is a prior pay period.   ×

Julio Mike Hilderman 10521641 Office Asst

Funding Source   334250 - INTRAMURALS
                      0920 - Federal Student Salary-Workstudy Fund

Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular
		Total Hours	11.50	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[View Position Details]

Ready for Approval 4/20/2015 12:29 PM

The second way to modify time is to use the Student Payroll Supervisor drop-down in the upper left corner

Student Payroll Supervisor ▾

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

[5 Not Submitted] [4 Ready For Approval] [5 Approved] [14 All]

[Approve Time]

Select Maintain Time Worked

This brings you to the Maintain Time Worked page

Enter in the Tech ID of the student

Maintain Time Worked

Tech ID 11110592

Pay Period Data

Begin Date	04/08/2015
End Date	04/21/2015
Payment Date	05/01/2015
Change Pay Period	mm/dd/yyyy 📅

[Search] [Clear]

Click [Search]

Luli, Byron Mike   11110592

UPAC Director

Funding Source	334308 - UPAC
	0910 - Student Salary-Student Help
Supervisor	Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00	Regular
		Total Hours	3.00	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time] [View Position Details]

Not Submitted

Select the Date

Make the update

The updated record displays

Select [Save]

Message that the time changed successfully displays

Add Time Worked

There are two ways to add a record

First way is if the student record is already pulled up, select the student's name

This brings you to the Maintain Time Worked page for the student

Maintain Time Worked

Pay Period Data

Begin Date	03/25/2015
End Date	04/07/2015
Payment Date	04/17/2015

[Approve Time] [Go Back]

Hilderman, Julio Mike   10521641

Office Asst

Funding Source	334250 - INTRAMURALS
	0920 - Federal Student Salary-Workstudy Fund
Supervisor	Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular
		Total Hours	11.50	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time] [View Position Details]

Ready for Approval 4/20/2015 12:29 PM

Total for 03/25/2015 - 03/31/2015	11.50 hours
Total for 04/01/2015 - 04/07/2015	0.00 hours
Total For Pay Period	11.50 hours

[View Daily Totals]

[Approve Time] [Go Back]

Select [Add Time]

Hilderman, Julio Mike   10521641

Office Asst

Funding Source   334250 - INTRAMURALS
                     0920 - Federal Student Salary-Workstudy Fund
Supervisor   Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular
		Total Hours	11.50	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

Add Time   **View Position Details**

Ready for Approval 4/20/2015 12:29 PM

This brings up an Add Time Worked page

Select the Date

Select the Start Time

Select the End Time

Select [Save]

A message displays that the time added was successful

Maintain Time Worked

✓ Time worked was added successfully.   ×

Pay Period Data

Begin Date	03/25/2015
End Date	04/07/2015
Payment Date	04/17/2015

[Approve Time] [Go Back]

Hilderman, Julio Mike   10521641

Office Asst

Funding Source	334250 - INTRAMURALS
	0920 - Federal Student Salary-Workstudy Fund
Supervisor	Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Thu, Mar 26	7:00 AM	10:45 AM	3.75	Regular
Sat, Mar 28	12:45 PM	3:45 PM	3.00	Regular
Sun, Mar 29	7:00 AM	10:00 AM	3.00	Regular
Tue, Mar 31	2:45 PM	7:30 PM	4.75	Regular
		Total Hours	14.50	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time] [View Position Details]

Ready for Approval 4/20/2015 12:44 PM

The second way to add time is to use the Student Payroll Supervisor drop-down in the upper left corner

Student Payroll Supervisor ▾

Approve Time Worked

Pay Period Date Range 04/08/2015 - 04/21/2015
Payment Date 05/01/2015

[5 Not Submitted] [4 Ready For Approval] [5 Approved] [14 All]

[Approve Time]

Select Maintain Time Worked

This brings you to the Maintain Time Worked page

Enter in the Tech ID of the student

Maintain Time Worked

Tech ID 11110592

Pay Period Data

Begin Date	04/08/2015
End Date	04/21/2015
Payment Date	05/01/2015
Change Pay Period	mm/dd/yyyy

[Search] [Clear]

Click [Search]

Maintain Time Worked

Tech ID 11110592

Pay Period Data

Begin Date	04/08/2015
End Date	04/21/2015
Payment Date	05/01/2015
Change Pay Period	04/21/2015

[Search] [Clear]

Luli, Byron Mike 11110592

UPAC Director

Funding Source	334308 - UPAC
	0910 - Student Salary-Student Help
Supervisor	Kirstin Feldmeier

[Add Time] [View Position Details]

Total for 04/08/2015 - 04/14/2015	0.00 hours
Total for 04/15/2015 - 04/21/2015	0.00 hours
Total For Pay Period	0.00 hours

[View Daily Totals]

Select [Add Time]

Select the Date

Select the Start Time

Select the End Time

Add Time Worked

Title	UPAC Director	
Date	Saturday, Apr 18	▼
Start Time	8:00 AM	▼
End Time	11:00 AM	▼

8:15 AM
8:30 AM
8:45 AM
9:00 AM
9:15 AM
9:30 AM
9:45 AM
10:00 AM
10:15 AM
10:30 AM
10:45 AM
11:00 AM
11:15 AM
11:30 AM
11:45 AM

Comments

Save   Close

Select [Save]

Message that the time added successfully displays

Delete Time Worked

There are two ways to delete a record

The first way is if the student is already pulled up Select

the Date of the record.

This accesses the Modify Time Worked page

Select [Delete]

The second way to delete time is to use the Student Payroll Supervisor drop-down in the upper left corner

Select Maintain Time Worked

This brings you to the Maintain Time Worked page

Enter in the Tech ID of the student

Maintain Time Worked

Tech ID 11110592

Pay Period Data

Begin Date	04/08/2015
End Date	04/21/2015
Payment Date	05/01/2015
Change Pay Period	mm/dd/yyyy 📅

[Search] [Clear]

Click [Search]

Luli, Byron Mike   11110592

UPAC Director

Funding Source	334308 - UPAC
	0910 - Student Salary-Student Help
Supervisor	Kirstin Feldmeier

Date	Start Time	End Time	Hours Worked	
Sat, Apr 18	8:00 AM	11:00 AM	3.00	Regular
		Total Hours	3.00	

☐ I certify that the hours/amount are correct and the work was performed in a satisfactory manner.

[Add Time] [View Position Details]

Not Submitted

Select the Date

Click [Delete]

Select [OK]

Message that the time deleted successfully displays

View Position Details

Select [*View Position Details*]

The following information displays:

- **Authorization Number –** Work authorization number
- **Funding Source –** Reporting cost center and description   Object code and description
- **Supervisor –** Supervisor's first and last name
- **Max Amount Allowed -** The maximum total amount that the student employee can earn under this work authorization

- **Earned Amount –** Expended amount or the total amount to date that has been paid against this work authorization
- **Remaining Balance -** the difference between the max amount allowed and the earned amount
- **Begin Date –** Start Date
- **End Date –** Expire Date
- **Rate of Pay –** Pay Rate entered or rate of pay based on pay code

Need Help?

If you need additional assistance, please contact the [MnSCU ITS Service Desk](#) or call 877-GOMNSCU (877-466-6728).

The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.